

April 29, 2002

To: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne Brathwaite Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

**TIMELY SUBMISSION OF CONTRACTS FOR BOARD APPROVAL  
(ITEM NO. 57, APRIL 30, 2002 BOARD AGENDA)**

In compliance with the September 7, 2000, Board-approved policy and procedure to ensure timely submission of contracts for Board approval, this is to advise you that the Department of Public Social Services (DPSS) filed a request for a new contract for consideration on the April 30, 2002 agenda which does not meet the three-week filing deadline.

The contract is a standard agreement between DPSS and the California Department of Social Services (CDSS) to receive grant funds from the U.S. Department of Health and Human Services in an amount not to exceed \$400,000 for the period of May 1, 2002 through October 31, 2005. These grant funds are to reimburse DPSS' expenses for participating in the National Employment Retention and Advancement (ERA) Study, which will survey employment retention and advancement methods in eight states plus Los Angeles and Riverside Counties.

Due to a delay in receiving the CDSS contract and the U.S. Department of Health and Human Services award document, there is insufficient time to allow for any continuances by your Board prior to the May 1, 2002 effective date. Failure to act on this request prior to May 1, 2002, would result in a delay in receiving reimbursement for expenses incurred by DPSS for participating in the ERA Study. Therefore, my office supports consideration of this item on the April 30, 2002, Board agenda.

Staff questions regarding this Board letter may be directed to Paul Croney of my staff at (213) 974-1318.

DEJ:SRK  
JEJ:PC:tld

c: Executive Officer, Board of Supervisors  
County Counsel  
Director, Department of Public Social Services